



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

Bryce Hospital
1651 Ruby Tyler Parkway
Tuscaloosa, Alabama 35404-2990
Phone (205) 507-8200
www.mh.alabama.gov



JAMES V. PERDUE
COMMISSIONER

SHELIA T. PENN
HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Administrator II **NUMBER:** 16-36
JOB CODE: A1500 **DATE:** December 2, 2016
SALARY RANGE: 74 (\$39,290.40 - \$59,517.60) **POSITION NO.:** 8800502
JOB LOCATION: Bryce Hospital
Tuscaloosa, AL

MINIMUM QUALIFICATIONS: Bachelor's degree in Public Health, Public Safety, or other human services field. Experience (24 months or more) in the mental health field.

KIND OF WORK: The person in this position completes investigation at the request of the Hospital Director or designee in accordance with the Department of Mental Health and Bryce Hospital guidelines for investigation and within the set time limits. Conducts investigation from a clinical perspective when applicable, or upon request and provides the treatment team with recommendations as these relate to individual treatment plans and the patient's behavioral history or pattern. Prepares reports of findings that identify or describe a) what happened; b) causes or contributing factors; c) employee responsibility; d) ADMH or departmental policy violations; e) whether the allegation is substantiated or unsubstantiated; f) methods of prevention and correction to ensure a complete and thorough investigative report. Provides supervisors with verbal status reports on a weekly basis (or as necessary) to promptly address possible obstacles, problems or concerns so that report completion deadlines are consistently met. Monitors facility to ensure that Safety issues are identified and corrective actions are taken. Works directly with the Safety Officer in completing rounds and documenting findings in a timely manner

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to prepare detailed and summary reports of evidence surrounding a case. Ability to plan the work involved in investigations and work multiple cases assigned. Ability to write and speak effectively. Ability to preserve evidence and information. Ability to read and comprehend documents such as policies and procedures and knowledge of the ADMH Incident Management Plan. Ability to be objective and fair in all situations. Ability to interact with other staff and patients in a courteous and professional manner.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug screenings and security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: Use an official application for professional employment (exempt classification) which may be obtained from the website below. Applications should be returned to Bryce Hospital, 1651 Ruby Tyler Pkwy., Tuscaloosa, Alabama, 35404 **UNTIL FILLED** in order to be considered for this position. **An official copy of academic transcript(s) is required and must be forwarded by the school, college, or university to the personnel department at the above address.**

“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”

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